

**SUMMARY OF THE
QUALITY SYSTEMS MICROBIOLOGY SUB-COMMITTEE MEETING
DECEMBER 12, 2001**

The Quality Systems Microbiology Sub-committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, December 12, 2001 at 1:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Marty Casstevens of Froehling and Robertson. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items that follow.

INTRODUCTION

Marty Casstevens called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

The minutes from the November 14, 2001 meeting were reviewed and approved as written.

MEDIA PREP

The proposed language for media prep was presented at Interim. There were two half hour sessions committed to microbiology. The statement for media prep was read which stated that it permits people to make their own media from basic ingredients providing they do some extra QC in the form of a use test. There were no objections to the proposed language.

BLANKS IN MEMBRANE FILTRATION

Filtration techniques was covered at Interim and the proposed new wording was read. Currently, the language reads:

“For each filtration series, in the filtration technique the laboratories shall prepare at least one beginning and one ending sterility check. When an interruption of more than 30 minutes occur, the filtration funnel shall be re-sterilized.”

This is the proposed language:

“For filtration techniques, the laboratories shall conduct at minimum one beginning and one ending sterility check for each filtration series. The filtration series may include single or multiple filtration units which have been sterilized prior to beginning the procedure and the series is considered ended when more than 30 minutes elapse between successive filtrations. During a filtration series, filter units shall be sanitized between successive filtrations by UV or other procedures specified by the methods.”

The last sentence concerning sanitation was not fully discussed at Interim. It was stated that there

will be a greater pool of microbiologists at the annual meeting to discuss it. The whole paragraph will be proposed as new language at the annual meeting in order to cover both filtration and sanitization.

CHLORINE RESIDUAL

This issue was not resolved at Interim. The conference attendees' opinions participating in the Quality Systems meeting were split down the middle. Robyn Joiner constructed a spread sheet presenting all arguments for and against chlorine checks. There are strong arguments in any direction. If language is proposed to check chlorine residuals, it could be voted either way. At this time, after looking at all the arguments, the Micro Committee is inclined to propose language that it does not become a requirement. At the annual meeting, it will get voted on to determine how the language should read.

SCHEDULE FOR NEXT YEAR

The Micro Committee will not be meeting January or February. Meetings will resume in March. It was suggested that a different meeting day be selected due to the fact that calls are held at the same time on the same day and because some committee members need/want to attend two different meetings that also occur simultaneously. Information will be given to Ms. Casstevens to make an informed decision on the schedule the committee wants for next year. The final decision will be recommended to Dr. Siegelman and then forwarded on to EPA for scheduling. Ms. Casstevens will email committee members with the proposed schedule.

FUTURE TELECONFERENCES

The next teleconference is to be determined. It is proposed the next call will be held in March on the second Thursday of the month which will be Thursday, March 14. Time of call is yet to be determined.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:00 p.m. EST.

ACTION ITEMS
QUALITY SYSTEMS MICROBIOLOGY SUB-COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Mary Casstevens to submit scheduling recommendation to Fred Siegelman.	ASAP

PARTICIPANTS
QUALITY SYSTEMS MICROBIOLOGY SUB-COMMITTEE MEETING
DECEMBER 12, 2001

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